

**CAMDEN COUNTY COLLEGE
BLACKWOOD, NEW JERSEY**



**AGREEMENT
BETWEEN**

BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE

AND

**CAMDEN COUNTY COLLEGE FACULTY ASSOCIATION
AFFILIATED AS LOCAL 2324, AMERICAN FEDERATION
OF TEACHERS (AFL-CIO)**

1973-75

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PREAMBLE

1. This agreement entered into this _____ day of _____, 1974,
2. by and between the Board of Trustees of Camden County College, hereinafter
3. referred to as the "Board" and the Camden County College Faculty Association
4. affiliated as Local 2324, American Federation of Teachers (AFL-CIO), hereinafter
5. referred to as the "Federation." Witnesseth:

6. Whereas, the parties hereto, through negotiations in good faith have
7. reached agreement of salaries, fringe benefits, terms and conditions of employment,
8. work rules, and grievance procedures, and desire to execute this contract
9. covering such agreement:

10. In consideration of the following mutual covenants, it is hereby agreed
11. as follows:

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Article 1 - Recognition

1.1 The Board of Trustees hereby recognizes the Camden County College Faculty Association affiliated as Local 2324, American Federation of Teachers (AFL-CIO) hereinafter referred to as the "Federation" as the sole collective bargaining agent and as the majority representative as defined in the New Jersey Public Laws of 1968, Chapter 303 for all full time faculty presently employed or hereinafter employed by the Board of Trustees. The term "faculty," or "faculty member," as herein used shall apply to the employees in the bargaining unit under full time contract possessing faculty rank and shall include Division Chairmen, Department Heads where same exist, Program Coordinators and Directors, the Athletic Director, Coaches, and Dental Hygiene Technicians providing they hold academic rank. If a new position or job title is created which involves no substantial changes in the duties and responsibilities of an eliminated position or job title, and the eliminated position or job title belonged in the bargaining unit, then the new position or job title shall be in the bargaining unit.

1.2 Full time faculty members employed at the main campus, at the Camden Branch, or at any other academic locations or educational facilities which are geographically separate from, but are under the administrative control of the college shall be represented by the Federation.

ARTICLE 2 - CONSULTATION

2.1 General Faculty-Administration Meetings

Three (3) teaching days prior to a General Faculty-Administration meeting, the agenda as well as a copy of all College Committee reports to be discussed, including minority or dissenting reports if such opinions exist, shall be distributed to all concerned. Faculty wishing any materials or suggestions for such a meeting may submit their requests or recommendations to the Dean of Academic Affairs five (5) teaching days prior to said meeting and the material shall be distributed along with the agenda for the meeting. Minutes shall be distributed to all faculty members and administration within one (1) week after said meeting. The Federation shall be permitted to correct inaccuracies in the minutes.

2.2 Division (Department where exist) Meetings:

A. may only be held on regular class days and may not exceed one (1) hour in length.

B. shall be scheduled not more than once per month and held on the fourth Thursday of the month.

C. an agenda shall be distributed to all members at least three days in advance of the meeting.

D. All expenditures from the division or department budget must receive prior approval at this meeting, and its proposed budget for the next fiscal year will be approved at this meeting prior to submission to the Dean.

E. the business of the division or department will be conducted only at this meeting and not by mailed memoranda.

F. items will be placed on the agenda of the meeting specified upon the request of any faculty member.

1. 2.3 Consultation with the College President

2. The Board and the Federation agree that the College President, as the
3. chief administrative officer of the College, and the Federation President,
4. as the representative of the College faculty, are to meet at least once
5. per week at a mutually convenient time and place for the purpose of
6. discussing faculty views, requests, and other mutual concerns so as
7. to foster good faculty-administration relations.

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1. ARTICLE 3 - FEDERATION-BOARD RELATIONS AND RIGHTS

2. 3.1 Upon request the Board shall make available to the Federation

3. any material, information, statistics, and/or records which are relevant

4. to negotiations or to the proper enforcement or implementation of this

5. Agreement. Public information and minutes of Board meetings shall be available

6. to the Federation. The agenda shall be furnished to the Federation President
in advance.

7. 3.2 Review of Forms

8. The language of all present and future forms used to carry out the provisions

9. of this Agreement shall be subject to negotiation by the Board of Trustees and

10. the Federation so that the language of such forms shall conform to this

11. Agreement.

12. 3.3 Board Meetings

13. Federation representatives shall be accorded the right to speak and ask

14. questions at Board meetings and may be placed on the agenda by notifying

15. the College President on or before the day of the meeting in order to present

16. the views of the Federation on topics or discussions concerning the Federation.

17. 3.4 (a) The Board hereby agrees that all full time faculty members shall

18. have the right to freely organize, join and support the Federation for the

19. purpose of having it represent their interests to the Board of Trustees, for

20. engaging in collective bargaining over salaries, terms and conditions of

21. employment, rules affecting working conditions, grievances, and for other

22. concerted activities for mutual aid and protection. As a duly appointed body

23. exercising powers granted under the laws of the State of New Jersey, the

24. Board for itself and its representatives, undertakes and agrees that it will

25. not directly or indirectly deprive, discourage, coerce, or harass any faculty

26. member in the enjoyment of any rights conferred by the act or other laws of

1. New Jersey or the Constitutions of New Jersey and of the United States;
2. that it will not discriminate against any faculty member with respect to hours,
3. wages, rules affecting working conditions, any terms or conditions of employment,
4. hiring, tenure or continuity of employment or in promotional opportunities
5. by reason of his membership in the Federation, his participation in any
6. activities of the Federation, or collective bargaining with the Board, or his
7. institution of any grievance, complaint or proceeding under this Agreement.

8. 3.4 (b) The provisions of this Agreement and the wages, hours, terms
9. and conditions of employment, and rules affecting conditions of employment
10. shall be applied in a manner which is not arbitrary, capricious, or
11. discriminatory and without regard to race, creed, religion, color, national
12. origin, age, sex, marital status, or membership or participation in, or
13. association with the activities of any scientific or professional organization.

14. 3.5 Nothing contained herein shall be construed to deny or restrict to
15. any faculty member, rights he may have under the General School Laws of
16. the State of New Jersey, or other applicable laws and regulations. The
17. rights granted to faculty herein shall be deemed to be in addition to those
18. provided elsewhere.

19. 3.6 The Federation and its representatives shall have the right to
20. use College facilities, without charge, for meetings and related purposes
21. when said use does not interfere with the operation of the College. At
22. least a continuous two hour midday time period per month shall be scheduled
23. for the conduct of Federation business. A continuation of the twelve-to-two
24. (12-2) time block on the second Thursday of each month is recommended.
25. No faculty member shall be required to take an assignment during those
26. hours unless that course is the only one available to complete that faculty

1. member's teaching load.
2. 3.7 Duly authorized representatives of the Federation shall be
3. permitted to transact official Federation business on College property
4. at all reasonable times.
5. 3.8 The Federation shall have the right to use College facilities
6. and equipment, including typewriters, mimeographing machines, other
7. duplication equipment, calculating machines, and all types of audio-
8. visual equipment in accordance with past practices.
9. 3.9 The Board shall equip each faculty lounge with a bulletin board,
10. a two burner hot plate, a refrigerator and a coffee maker. The Federation
11. shall have the right to post notices of its activities and matters of
12. Federation concern on faculty bulletin boards. The Federation may use
13. the College mail service and faculty mailboxes for communications to
14. faculty, including faculty wide distribution.
15. 3.10 Faculty shall be entitled to full rights of citizenship and no
16. religious or political activities of any faculty or the lack thereof shall
17. be grounds for any discipline or discrimination with respect to the employment
18. of such faculty. The private and personal life of any faculty member is not
19. within the appropriate concern or attention of the Board.
20. 3.11 Whenever any faculty member is required to appear before the
21. College President, the Board of Trustees, or any committee or member of
22. the Board of Trustees concerning any matter which could adversely affect
23. his continuation in his office, position, employment, or salary, he and the
24. Federation shall be given three days prior written notice of such a meeting
25. and he shall have the right to be represented by the Federation or any person
26. or persons of his choosing. The Federation may send a representative to any

1. such meeting to represent the interest of the entire faculty.

2. 3.12 Two Hundred and Fifteen (215) Wilson East shall be the assigned
3. faculty office of the Federation President, and shall be deemed to be the office
4. of the Federation. The Board agrees to assign no other faculty member to
5. said office. The Federation may install necessary equipment in said office.

6. 3.13 No recording devices shall be used at meetings between members
7. of the Federation and members of the College administration and/or Board
8. without the knowledge and consent of all of the parties.

9. 3.14 Whenever any representative of the Federation or any faculty
10. member is mutually scheduled by the parties to participate during working
11. hours in negotiations, grievance proceedings, conferences, or meetings, he
12. shall suffer no loss in pay, nor be expected to compensate in any way for time
13. spent in carrying out such responsibilities.

14. 3.15 Upon request from the Federation to the appropriate administrative
15. officer of the College, such administrative officer of the College shall discuss
16. with the appropriate representatives of the Federation the advisability of
17. transmitting an administrative directive concerning any provision of this
18. Agreement. A copy of such will be sent to the Federation President who will
19. be responsible for posting the directive and informing the membership of it
20. at its next meeting.

21. 3.16 Each faculty member shall be informed of any personal and/or
22. professional data regarding him which the College provides to the New Jersey
23. Department of Higher Education.

24. 3.17 When it is necessary for the President of the Federation or his
25. designee to be absent from school duties to conduct Federation business
26. which cannot be conducted at any other time, he shall be released without

1. pay upon notice to the Dean of Academic Affairs.

2. 3.18 The President of the Federation or his designee shall be provided
3. with copies of all faculty schedules in the office of the Dean of Academic
4. Affairs.

5. 3.19 Members of the bargaining unit who are either engaged in or
6. who are considering securing outside employment are directed to read the Depart-
7. ment of Higher Education's Regulations and Guidelines governing outside
8. employment which are available in the office of the President, the Dean of
9. Administration, the Dean of Academic Affairs and Division Chairmen.

10. 3.20 A report of physical examination and any laboratory test made by
11. physicians acting for the College will be given to the personal physician of
12. the individual faculty member involved upon the written request of the faculty
13. member.

14. 3.21 The College shall annually provide flu shots at no cost to
15. faculty members.

16. 3.22 The Board and the Federation recognize and declare that:
17. (1) providing quality higher education for the students of this College is their
18. mutual aim and that the character of such education depends predominately
19. upon the quality and morale of the College faculty; (2) the members of the
20. faculty are particularly qualified to assist in the development of policies,
21. to share responsibility in making judgements on faculty status and related
22. matters, and in determining education programs for the purpose of making
23. recommendations to the Board of Trustees through the office of the President.

24. 3.23 Teaching positions under Federal, State, and local programs,
25. where not made part of a full time faculty member's course load, will be filled
26. according to policies specified in this Agreement for the assignment of the

1. overload. If the position(s) is specifically funded and the contract with
2. the funding agency specifies teachers with qualifications not available
3. among members of the full time faculty, the position(s) shall be filled
4. in the same manner and through the same procedure specified in this
5. Agreement for employment of faculty. Faculty recommendations shall not
6. be arbitrary or capricious.

7. 3.24 Dues Checkoff and Other Deductions

8. The Board will deduct from the pay of each member of the bargaining unit from
9. whom it receives written authorization to do so, the stated amount of monthly
10. Federation dues. The dues and a list of employees from whose pay the dues
11. have been deducted, along with the amount deducted from each and a list
12. of Federation members who have authorized such deductions, and from whom
13. no deductions were made, shall be forwarded to the Federation's president
14. no later than seven (7) days after such deductions were made.

15. 3.25 Other deductions from any faculty member's salary shall be
16. made when arranged between the administration of the College and the
17. Federation and when authorized in writing by the faculty member.

18. 3.26 The Board or its representatives agree not to negotiate with any
19. full time faculty member(s), any faculty organization, or administrative structure
20. other than the Federation for terms and conditions of employment for the duration
21. of this Agreement.

22. 3.27 The Federation, being the majority representative of the faculty
23. of Camden County College, shall be entitled to act for and to negotiate agreements
24. covering all employees in the unit, and shall be responsible for representing
25. the interests of all such employees without discrimination and without regard
26. to employee organization membership. Proposed new rules or modifications

1. of existing rules or policies governing working conditions shall be negotiated
2. in good faith with the majority representative before they are established.
3. The Board of Trustees has the responsibility and the authority to manage and
4. direct in behalf of the public and itself all the operations and activities of
5. the College to the full extent authorized by law, provided that the exercise
6. of such rights and responsibilities shall be in conformity with this Agreement.

7. 3.28 If the Board should subsequently create new positions, and if
8. the parties cannot agree whether the position should be included within the
9. unit, the final decision will rest with the New Jersey Public Employment
10. Relations Commission.

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ARTICLE 4Statements on Academic Freedom and Extramural Utterances

4.1 Academic freedom and its attendant responsibilities are essential

to the fulfillment of the purposes of the College. Consistent with this

statement:

a. Employees shall have the unrestricted freedom in the classroom to

utilize such materials and to discuss such topics as are relevant

to their subject, appropriate to their teaching methods, and conducive

to the attainment of the objectives and goals of the course.

b. There shall be no censorship of library materials.

c. When employees speak, write, or otherwise express themselves as

private citizens, they shall at all times make clear that they are not

representing the College.

d. Subject to the performance of their academic duties, employees are

entitled to freedom in research and in publication of the results.

1. ARTICLE 5 - PROFESSIONAL CODE OF ETHICS

2. 5.1 The Board and the Association subscribe to the concepts of
3. Professional Ethics stated as follows:
4. a. The professor, guided by a deep conviction of the worth and
5. dignity of the advancement of knowledge, recognizes the special responsi-
6. bilities placed upon him. His primary responsibility to his subject is to
7. seek and to state the truth as he sees it. To this end he devotes his energies
8. to developing and improving his scholarly competence. He accepts the obligation
9. to exercise critical self-discipline and judgement in using, extending, and
10. transmitting knowledge. He practices intellectual honesty. Although he may
11. follow subsidiary interests, these interests must never seriously hamper or
12. compromise his freedom of inquiry.
13. b. As a teacher, the professor encourages the free pursuit of learning
14. in his students. He holds before them the best scholarly standards of his
15. discipline. He demonstrates respect for the student as an individual, and
16. adheres to his proper role as intellectual guide and counselor. He makes every
17. reasonable effort to foster honest academic conduct and to assure that his
18. evaluation of students reflects their true merit. He respects the confidential
19. nature of the relationship between professor and student. He avoids any
20. exploitation of students for his private advantage and acknowledges significant
21. assistance from them. He protects their academic freedom.
22. c. As a colleague, the professor has obligations that derive from common
23. membership in the community of scholars. He respects and defends the free
24. inquiry of his associates. In the exchange of criticism and ideas he shows due
25. respect for the opinions of others. He acknowledges his academic debts and
26. strives to be objective in his professional judgement of colleagues; he accepts

1. his share of faculty responsibilities for the governance of his institution.

2. d. As a member of the institution the professor seeks above all to be
3. an effective teacher and scholar. Although he observes the stated regulations
4. of the institution provided they do not contravene academic freedom, he
5. maintains his right to criticize and seek revision. He determines the amount
6. and character of the work he does outside his institution with due regard to
7. his paramount responsibility within it. When considering the interruption or
8. termination of his service, he recognizes the effect of his decision upon the program
9. of the institution and gives due notice of his intentions.

10. e. As a member of his community the professor has the rights and
11. obligations of any citizen. He measures the urgency of these obligations in
12. the light of his responsibilities to his subject, to his students, to his profession,
13. and to his institution. When he speaks or acts as a private person, he avoids
14. creating the impression that he speaks or acts for his college or university.
15. As a citizen engaged in a profession that depends upon freedom, for its health
16. and integrity, the professor has a particular obligation to promote conditions
17. of free inquiry and to further public understanding of academic freedom.

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ARTICLE 6 - MISCELLANEOUS CONDITIONS OF EMPLOYMENT6.1 Academic Year

The College has established an academic year for faculty members consisting of thirty-two (32) weeks divided into two (2) sixteen (16) week semesters each of which shall include the time allocated for final examinations. The period between the Fall semester and the Spring or second semester is designated as "semester break" for all faculty members and they are not required to perform any teaching or non-teaching duties.

Members of the Academic Affairs Committee are expected, but individually not required, to meet two (2) days prior to the Fall semester and one (1) day prior to the Spring semester to act on questions of student academic status. Members of the faculty, on a voluntary basis, shall participate in the registration of students prior to each semester.

6.2 Teaching Hours and Teaching Load

Teaching schedules shall be so arranged that the elapsed time between the beginning of the first class and the end of the last class shall not exceed six hours in any one day unless greater elapsed time is agreed to by the affected faculty member or is necessary to complete a regular load.

6.3 Day School begins at 8 A. M. and ends at 4:50 P. M.

6.4 No faculty member shall be required to teach on Saturday unless it is necessary to complete a regular teaching load. No Sunday classes shall be scheduled.

6.5 Faculty shall be free to exchange teaching assignments, provided that the transferees are qualified to teach the course and the exchange has the approval of the Dean of Academic Affairs.

6.6 There shall be at least fourteen (14) hours between the end of

1. the last class of the day and the beginning of the first class of the
2. next day unless the affected faculty member agrees otherwise.

3. 6.7 A faculty member not scheduled for classes or other duties
4. specified in this Agreement shall not be required to be present at the
5. College.

6. 6.8 The number of class preparations shall be limited to two unless
7. the affected faculty member agrees otherwise.

8. 6.9 Office Hours

9. Each faculty member shall maintain and post four hours per week for
10. consultation with students which shall be in addition to his regular
11. schedule of classes. Students must make formal appointments with the
12. Division Secretary one day in advance so as to insure an interruption
13. free consultation session. If a student's schedule conflicts with a
14. faculty member's formal office hours, a mutually agreeable time during
15. the day may be established for the consultation.

16. A copy of the schedule of office hours shall be provided to the Dean
17. of Academic Affairs.

18. 6.10 Faculty Advising

19. Faculty advisors shall be assigned to students based upon the academic
20. area of the faculty member concerned. Such assignments will be made
21. so as to serve the best interests of the student and will be in effect for
22. the academic life of the student unless either the faculty member or the
23. student requests a change. The maximum number of advisees that a
24. faculty member shall have will be thirty-four (34) where possible.

25. 6.11 Off-Campus Teaching

26. Off-campus teaching assignments shall be made only with the consent

of the faculty member. However, if the Administration is unable to staff the off-campus facilities with adjunct faculty they shall assign the most junior qualified full time faculty member.

6.12 Reimbursement at the end of each semester for expenses incurred for off-campus teaching shall be paid at a rate of \$.15¢ per mile and parking costs.

6.13 Academic attire shall be furnished by the College at no cost when faculty members are attending College functions with the order of professional march determined according to academic rank.

6.14 The Federation and the Dean of Academic Affairs shall jointly plan and develop the faculty orientation, the in-service programs for faculty and the faculty handbook.

6.15 Field Trips

a. A field trip shall be defined as any educational activity which requires students and/or faculty members to leave the campus.

b. Before such a field trip is approved such approval shall be obtained from the Dean of Academic Affairs. Particular care should be taken in the planning to avoid disruption of the student's normal schedule for classes. The cost of the trip shall be paid for by the students involved in the trip. Faculty members shall not be required to use their own vehicles for such trips.

6.16 Text Book Selection

All texts and other teaching material shall be selected by the full time faculty members teaching the same course. The full time faculty in the academic discipline shall jointly assign the texts to be used by the part-time faculty in that discipline. Faculty may have their students use and/or purchase books which they themselves have authored or edited.

1. (a) The texts must be selected 60 days before the end of the semester
2. preceding the classes in which they will be used.

3. (b) All texts shall be reviewed each year.

4. (c) Selection of texts shall be made with due regard to the cost.

5. 6.17 Scheduling of Courses and Overloads

6. Scheduling of courses and overloads shall be determined in the following
7. order:

8. a. Preference in the selection of courses and sections shall be given
9. the qualified person with the greatest length of service in the College. In
10. the event of a tie the person with the greatest length of time teaching the
11. course shall govern, and then the length of service as a part-time and/or
12. adjunct teacher. If these criteria are not conclusive a coin toss shall decide.

13. Assignments are subject to the approval of the Dean of Academic Affairs.

14. b. Overload assignments are voluntary and shall be made in the manner
15. specified in 6.17a.

16. 6.18 Overload positions shall be assigned with first priority to full
17. time faculty requesting them. Overload assignments shall be by the Dean
18. of Academic Affairs subject to the approval of the College President. No
19. full time faculty member shall be assigned more than two overloads per semester
20. and then, only after all members of his academic discipline(s) or field(s)
21. within the division have received one overload. Among the faculty in each
22. academic discipline preference shall be given according to seniority as
23. specified in 6.17a. In extenuating circumstances, the Dean of Academic
24. Affairs subject to the approval of the College President shall determine if
25. seniority will apply.

26. 6.19 Full time faculty shall be given first priority to all Summer positions

1. in the area of their competence. No faculty member may teach two
 2. courses in an academic discipline in the Summer sessions before every
 3. member in the academic discipline who wishes to teach in the Summer
 4. session has one course. If an agreement is made to assign a faculty
 5. member to teach a Summer session course which is cancelled, he shall
 6. have priority consideration on another available assignment within his
 7. competency. Among the faculty in each academic discipline preference shall
 8. be given according to seniority as specified in 6.17a. In extenuating
 9. circumstances, the Dean of Academic Affairs subject to the approval of
 10. the College President shall determine if seniority will apply.

11. 6.20 When an opportunity for extra compensation other than teaching
 12. (research, coaching, counseling, etc.) is available, notice of such
 13. opportunity shall be circulated among the faculty members as soon as the
 14. information is available and before the position is filled. Selection shall
 15. be from among equally qualified applicants in the manner specified in 6.17a.

16. 6.21 There is to be a joint Federation and Administration Committee
 17. to review and to attempt to secure agreement on the academic requirements
 18. and job descriptions for all positions covered by this Agreement. Differences
 19. under this section shall not be subject to arbitration.

20. 6.22 Grants, Legislation, and Faculty Positions

21. The deans will keep the faculty informed of any grants or legislation or
 22. administrative and faculty positions that would be of interest to the faculty
 23. members in the bargaining unit through publication in the Focus.

24. 6.23 The following holidays shall be observed by Camden County College:

25. Memorial Day

26. Independence Day

Grading

1. 6.24 No final course grade assigned by a faculty member to one
2. of his students may be changed without his written consent and delivered
3. by the faculty member to the registrar.
4. Should it be necessary to change a student grade after the completion
5. of the semester and after the final submission of grades, such changes shall
6. be made by the end of the second week after the beginning of the following
7. semester. However, should an instructor discover that a wrong grade had
8. been given to a student after this deadline, he must petition the Academic
9. Standards Committee for a grade change, citing reasons and presenting
10. supporting evidence for such a change. If allowed, the Committee Chairman
11. will forward the recommendation for a grade change to the Dean of Academic
12. Affairs who will notify the Registrar. No petitions for a grade change will
13. be considered after the elapsed time of one consecutive semester except
14. in exceptional circumstances which will be determined by the Academic
15. Standards Committee, Dean of Academic Affairs, and the Registrar. Summer
16. sessions are not counted as an elapsed consecutive semester for this
17. purpose. Appropriate forms may be obtained from the Registrar's office.

18. 6.25 Faculty to Administration to Faculty

19. Any faculty members who assume academic administrative duties and
20. subsequently return to faculty status shall resume all rights and privileges,
21. including tenure and seniority, that he would have had if he had continued
22. in his previous status without interruption.

23. 6.26 Faculty Identification

24. Whenever members of the faculty of the College are identified as such,
25. in any College publication, yearbook, programs, etc., the full name of
26. each shall be stated followed by his academic degrees, academic rank,

1. and the academic discipline in which he is competent. Exception: in
2. the Master Schedule issued to assist student course registration, the
3. course instructor shall be listed where he is known by his last name
4. prefixed with the abbreviation, "Prof."

5. 6.27 Developmental Released Time

6. The Dean of Academic Affairs, on the recommendation of the faculty in the
7. academic division concerned, may at his sole discretion grant faculty
8. members a reduced teaching load for preparing grant or aid requests, new
9. instructional materials, courses, programs, or improving existing programs.
10. Acceptance or rejection of said assignment shall be made at the sole
11. discretion of the faculty member.

12. 6.28 Prolonged Illness

13. In case of prolonged illness or other absence, the College will provide
14. a substitute instructor to cover the class or classes. The substitute
15. instructor, in such case, shall be compensated on the overload formula.

16. 6.29 Placement of Noisy Classes

17. Classes that may create noise and possible disturbances to adjoining
18. classes shall be scheduled in such a manner as to keep disturbances
19. to a minimum.

20. 6.30 Pre-Det. for Final Cr. Gr.

21. At least five (5) consecutive days shall elapse from the end of final
22. examinations before final grades are due.

23. 6.31 Designated Classroom Use

24. Classrooms designed to meet specific instructional and student needs, such
25. as business, science, studies, and technological laboratories, are not to
26. be scheduled for instructional use in another subject area by the College

1. except in an emergency.

2. 6.32 Repairs and Alterations

3. Except in an emergency one week's notice is to be given to faculty members
4. whose classes or office must be moved when repairs and maintenance
5. make the regularly assigned room unusable.

6. 6.33 Present or New Positions

7. Where a faculty member applies for an open position, he shall be notified
8. of the disposition of his application.

9. 6.34 Duplicating Services

10. Duplicating services and facilities will be made available to all full time
11. faculty for academic purposes at any time the College is open.

12. 6.35 Seventy-Five Minute Classes

13. Seventy-five (75) minute classes will continue on Tuesdays and Thursdays
14. for three (3) credit hour courses.

15. 6.36 Voice or Image Reproduction

16. When the Board desires a bargaining unit member to make a tape or to
17. produce a computer program, or when a bargaining unit member is interested
18. in making a tape or producing a computer program, the Board and the teacher
19. shall negotiate all terms and conditions involved in the production thereof,
20. and the teacher shall have the right to be represented in the negotiations
21. by any internal or external representative. The teacher shall have the right
22. to copyright ownership, and may, on his own initiative, and assuming complete
23. individual legal responsibility, market the individual program and the College
24. shall recover the netted on costs.

25. 6.37 The tapes and computer programs referred to in Paragraph 6.36

26. include only those involving material created by the faculty member or

1. including his voice or image thereon.

2. 6.38 Bargaining unit members may make audio-video tapes or
3. computer programs for any educational programs at Camden County College
4. at any time convenient to them, subject to the availability of facilities
5. and supportive staff.

6. 6.39 Change in Location of Class

7. Bargaining unit members may request a change in the location of a class.
8. Such request shall be directed to the Division Chairman who shall
9. investigate the feasibility of the requested change by determining from
10. the Registrar whether a classroom is available.

11. 6.40 The course offerings, which shall be in accordance with the
12. requirements of the Board of Higher Education,
13. including courses and number of sections of each course, commensurate
14. with anticipated student enrollment and class size maxima, shall be decided
15. by those faculty members who teach the courses and shall have the final
16. approval of the Dean of Academic Affairs.

17. 6.41 Gym uniforms, smocks, lab coats or other apparel required
18. to protect the body or clothing of a faculty member shall be provided for
19. in the division budget.

20. 6.42 The Board shall, on or before November 1 of each year,
21. provide the Federation with a seniority list for the College. All such lists
22. shall reflect each faculty member's original date of appointment and actual
23. years of service at the College.

24. 6.43 Faculty members shall be responsible for the following:

25. a. Attendance at divisional meetings.

26. b. To normally hold classes as scheduled.

1. c. To normally start classes on time and normally conduct class
2. for the full scheduled time period.
3. d. To enforce safety regulations.
4. e. Faculty members shall be required to attend all orientation
5. and in-service functions unless excused by the Dean of Academic
6. Affairs.
7. f. Turning in grades as scheduled.
8. g. Encouraged to attend commencement and convocations.
9. h. Encouraged to attend social, cultural, and athletic events.
10. i. To attend meetings of the general faculty unless absence has
11. previously been approved by the Dean of Academic Affairs.
12. 6.44 When allegations are placed upon a faculty member by a student
13. to a department head, division chairman, or an administrator, that person
14. shall, within twenty-four (24) hours arrange for a conference with the involved
15. faculty member for a discussion of such charges.
16. 6.45 Vacancies
17. Notice of any professional position vacancy, faculty or administrative,
18. shall be posted on the main bulletin board in the Faculty Lounge as well
19. as circulated to the members of the faculty at least ten (10) days prior to its
20. publication elsewhere.
21. 6.46 The normal teaching load for each full time faculty member shall
22. be fifteen (15) credit hours per semester, with a maximum of thirty (30) credit
23. hours per academic year, subject to the following exceptions.
24. a. Full time faculty in the Secretarial Science, Science Technology, and
25. Physical Education fields may be assigned up to 18 contact hours per
26. semester with a limit of thirty-six (36) contact hours per academic year.

1. b. In the Physical Education Division if a faculty member is assigned to
2. coach intramurals and the program is actually implemented, then such
3. shall be counted as four contact hours per semester in determining his
4. teaching load.

5. 6.47 Class Size

6. When the budget, the schedule, and the facilities permit the following
7. guidelines will prevail :

8. (a) The maximum number of students in each class shall normally be
9. thirty-four.
10. (b) Every effort will be made to maintain a twenty student limit in
11. English Composition, Speech Fundamentals, Foreign Language and
12. Accounting classes.
13. (c) Twenty-five students shall be the desirable limit for Executive Secretarial
14. Studies courses.
15. (d) Limitations in pilot or experimental programs will be set when the
16. program and its objectives are defined.
17. (e) In general students in a laboratory section shall not exceed the number
18. of fixed stations in the assigned rooms.
19. (f) The minimum number of students who must register for a course section
20. in order for it to be held shall be ten, except at the discretion of the
21. President who may authorize a lower number.
22. (g) Anything herein to the contrary notwithstanding, Developmental English
23. and Developmental Mathematics shall be limited to a maximum of
24. 15 students.

25. 6.48 Academic Calendar

26. The academic calendar will continue to be developed through the college

1. calendar-scheduling committee whose membership consists of all division
2. chairmen and/or department heads, not less than 3 faculty members,
3. three students and two administrators.
4. 6.49 The teaching load of each division chairman shall continue in
5. accordance with present practice. Should there be a change in responsibilities
6. and duties, the Federation and the College shall renegotiate the teaching
7. load for division chairmen. Each division chairman will receive a stipend
8. of \$500 per semester over and above his base salary. The division chairman
9. will be reimbursed for all of his expenses in attending professional meetings
10. providing his attendance has received prior approval from the College President.
11. Division chairmen shall operate in consultation with peer judgement.
12. 6.50 The Board agrees to grant the coordinator of Law Enforcement a
13. three credit hour reduction in his teaching load.
14. 6.51 The Board agrees to grant the director of the Theatre Arts Program
15. a three credit hour reduction in his teaching load for coordinating the program.
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ARTICLE 7 - GRIEVANCE PROCEDURE

7.1 A grievance is a complaint involving the work situation; or a complaint that there is a lack of policy; that a policy is improper or unfair; or that there has been a deviation from, or a misinterpretation of, a practice or a policy; or a complaint that there has been a violation, misinterpretation, misapplication, inequitable or otherwise improper application of any provision of this Agreement.

7.2 An attempt shall be made to resolve any complaint by discussion between the grievant, if any, the authorized Federation representative, and the Division Chairman or appropriate administrator before differences become formalized as grievances.

7.3 Grievances shall be presented and adjusted in accordance with the following procedures:

Step One: A grievance shall be presented in writing through or by the authorized Federation representative to the Division Chairman or appropriate administrator. The Division Chairman or appropriate administrator shall, within five (5) working days after receipt of the grievance meet with the grievant, if any, and the authorized Federation representative in an effort to adjust the matter to the satisfaction of all concerned.

The Division Chairman or appropriate administrator shall make a decision and communicate it in writing to the grievant, if any, and the authorized Federation representative within three (3) working days after said meeting.

Step Two: The decision of the Division Chairman or appropriate administrator may be appealed in writing to the President of the College within five (5) working days after its receipt by the grievant, if any, and the authorized Federation representative. The President of the College shall within five (5)

1. working days after the receipt of the appeal meet with the grievant, if any,
2. and the authorized Federation representative in an effort to adjust the matter
3. to the satisfaction of all concerned.
4. The President of the College shall within seven (7) working days of said meeting
5. make a decision and communicate it in writing to the grievant, if any, and the
6. authorized Federation representative.
7. Step Three: Within five (5) working days after receipt of the decision of
8. the President of the College, an appeal from said decision may be made in writing
9. to the Board of Trustees through the Board secretary. The Board shall, within
10. ten (10) working days after receipt of the appeal, meet with the grievant, if
11. any, and the authorized Federation representative in an effort to adjust the
12. matter to the satisfaction of all concerned.
13. The Board shall, within seven (7) working days of said meeting, make a
14. decision and communicate it in writing to the grievant, if any, and the
15. authorized Federation representative.
16. Step Four: The decision of the Board may be appealed only by the Federation
17. to the American Arbitration Association for Arbitration under its rules. The
18. arbitrator shall hold a hearing within twenty (20) calendar days of his
19. appointment. Five (5) working days notice shall be given to all parties, as
20. to the time and place of the hearing. The arbitrator is urged to render a
21. speedy decision. The decision, including awards, shall be final and binding
22. upon the parties, but he shall have no authority to add to, subtract from or
23. modify this Agreement.
24. The arbitrator's fees and those of the American Arbitration Association shall
25. be shared equally by the Federation and Board, but each shall bear its own
26. cost of presenting its case to the arbitrator.

1. 7.4 A grievance shall be lodged at its point of origin and the
2. general procedures relating to that step shall apply, including the right
3. of appeal. The Federation may initiate or appeal a grievance at any step
4. of this procedure.

5. 7.5 Failure to communicate a decision at any step of this procedure
6. within the specified time limit shall permit it to be advanced to the next
7. higher step.

8. 7.6 Additional time limitations at a specific step of this procedure
9. may be granted by mutual agreement in writing between the parties.

10. 7.7 Conferences, meetings, and hearings held under this procedure
11. shall be scheduled at a time and place which will afford a fair and reasonable
12. opportunity for all persons entitled to be present to attend, including witnesses.

13. 7.8 Any member of the bargaining unit whose presence is necessary as
14. a result, direct or indirect, of the administration of this procedure, shall suffer
15. no loss of pay nor any other penalty.

16. 7.9 No party except an arbitrator may employ the use of any visual or
17. sound recording devices at any stage or step of this procedure without the prior
18. written approval of both parties.

19. 7.10 Any settlement, withdrawal or disposition of a grievance at any
20. step below Step Three shall not constitute a binding precedent for the settlement
21. of similar grievances in the future.

22. 7.11 All documents, communications, and records dealing with a
23. grievance after it has been initiated shall be filed separately from the personnel
24. files of the participants. A faculty member shall have the option of entering the
25. final settlement of a grievance in his file.

26. 7.12 No reprisals of any kind shall be taken against any faculty member
for participating in this procedure.

1. 7.13 A grievance under this procedure shall be initiated within
2. sixty (60) calendar days after the grievant became aware of the action or
3. occurrence giving rise to the grievance.

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ARTICLE 8 - INITIAL EMPLOYMENT AND RETENTION OF FACULTY1. 8.1 Initial Employment

2. Appointments and reappointments are normally limited to one academic
3. year until the faculty member attains tenure. When a prospective
4. faculty member is offered a position at Camden County College, he
5. shall be provided with a copy of this Agreement, a copy of the
6. Faculty Handbook and an official contract.

7. A copy of the official contract is included in the appendix of
8. this agreement. The official contract shall include:

9. a. Faculty member's name
10. b. The dates for which the appointment is effective
11. c. The salary
12. d. The step on the salary schedule
13. e. The academic rank
14. f. The name of the college
15. g. A list of the academic discipline or fields in which he is
16. expected to teach or work.

17. 8.2 A faculty member hired during the academic year shall be
18. placed on the proper step of the academic rank for which he was
19. hired and paid that salary prorated from the date of employment. If he
20. is hired on or before the first day of the Spring semester full
21. credit for the year shall be granted. Any employee hired at the
22. beginning of the Spring semester shall be given notice of his
23. reappointment or non-appointment within 45 calendar days of his
24. hiring, but no later than May 1.

25. 8.3 Date for Renewal of Employment Contracts

26. When the Board acts to reappoint or not to reappoint a faculty member,

1. its decision to terminate the employment of a non-tenured faculty
 2. member in his first year shall be indicated in writing to the faculty
 3. member and to the Federation not later than March 1. After the first
 4. year, such notification shall be not later than December 15. Should
 5. notice take place after the said date, then the faculty member shall
 6. be offered another one-year contract. Annual contracts for all
 7. faculty members shall be issued on or before March 15. Said contracts
 8. are to be signed and returned to the office of the president not
 9. later than April 15. If the contract is not returned by said date,
 10. the college president shall notify the faculty member and request
 11. its return. Each tenured faculty member shall receive an individual
 12. contract of continuing employment. Faculty who were issued an employ-
 13. ment contract by the Board on March 15, 1973, and who signed and
 14. returned same, shall be issued a new individual official contract in
 15. the form as appended to this Agreement within five (5) days of the
 16. ratification and signing by the Board and the Federation of this
 17. Agreement.

18. 8.4 No one will be appointed to teach a course in any academic
 19. discipline unless he shall have a Masters degree or its equivalent
 20. in that academic discipline or in a closely related area. Where
 21. doubt exists, the full-time tenured faculty in the academic discipline
 22. shall together recommend what constitutes "a closely related area"
 23. to their academic discipline to the Division Chairman, Dean of
 24. Academic Affairs, subject to the approval of the College President.

25. 8.5 Emeritus Faculty

26. The Board of Trustees, upon the recommendation of the president of

1. the College, may confer emeritus status on a retiring faculty member,
 2. should the College desire to recognize his/her meritorious service.
 3. The Professional Standards Committee may recommend to the college
 4. president for the granting of emeritus status worthy faculty who
 5. are retiring. An emeritus professor shall enjoy the right to attend
 6. and to speak at all general faculty and Federation meetings. He
 7. shall enjoy the usual faculty rights and privileges and may accept
 8. assignments to teach, lecture and to perform research for the
 9. College.

10. 8.6 Retention of Employment

11. For the purpose of retention of employment in the event of a
 12. reduction in size of the faculty or elimination of courses, the
 13. affected person may exercise his seniority as specified in 6.17a by
 14. displacing the most junior person teaching in a discipline(s) or
 15. field(s) for which the senior person is qualified. No faculty
 16. member shall be displaced if it is possible to provide him with a
 17. full-time program through the elimination of part-time employees
 18. and/or overloads.

19. 8.7 Reemployment Rights

20. Tenured bargaining unit members who are displaced as a result of
 21. 8.6 are entitled to reemployment rights as per New Jersey statute
 22. (N.J.S.A. 18A:60-3)

23. a. One-semester employees who are displaced as a result of 8.6 are
 24. entitled to no reemployment rights.

25. b. Employees displaced as a result of 8.6 at the end of their second,
 26. third, or fourth semesters shall have reemployment rights for a

1. period of one (1) year from the date of displacement.

2. c. Employees displaced as a result of 8.6 at the end of their

3. fifth (5th) or sixth (6th) semesters shall have reemployment rights

4. for a period of two (2) years from the date of displacement.

5. c. Reemployment shall be in reverse order in which displacement

6. occurred; that is, the last person displaced shall be the first

7. person reemployed. Such reemployment shall give full recognition

8. to previous years of service.

9. e. An employee whose contract has not been renewed by the College

10. shall not be entitled to displacement rights or, if displaced, to

11. reemployment rights.

12. 8.8 In the event a faculty member is recalled, he shall

13. receive all previously negotiated benefits he would have received

14. had he not been retrenched, including rank and salary. In addition,

15. he shall retain all sick leave accumulations, credits for tenure

16. and sabbatical leave, and shall be entitled to repurchase past

17. service credits for retirement in accordance with New Jersey State

18. regulations. Furthermore, he shall not be considered a new employee

19. for purposes of fringe benefits provided for faculty members covered

20. by this Agreement.

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ARTICLE 9 - PROMOTIONS AND SABBATICAL LEAVE

9.1 Sabbatical Leave

Sabbatical Leaves shall be recommended by the President to the Board of Trustees subject to the following conditions:

a. To be eligible a faculty member must have served at least five (5) consecutive years on the faculty.

b. Applications shall be made to the Professional Standards Committee.

c. The leave is established to furnish opportunity for professional development through study, travel, research, or other pursuits.

d. A maximum of 3% of the faculty may be on Sabbatical in any one academic year.

e. A faculty member must wait at least five (5) consecutive years after taking sabbatical leave before he is eligible for another sabbatical leave.

f. Compensation during the leave shall be full salary for one (1) semester or half salary for two (2) semesters.

g. The recipient retains all rights and privileges and benefits of regular employment. The recipient may accept a grant, a fellowship, or similar monies usually identified with graduate or post-doctoral study.

9.2 Each applicant for promotion or sabbatical leave shall have the right to request and make an appearance to speak before the Professional Standards Committee on his own behalf. He may request the appearance of appropriate peers or other competent authorities to speak to the Professional Standards Committee on his behalf.

9.3 The Board shall act on the applications for promotion and sabbatical leave no later than its February meeting and shall notify the Federation President and the faculty in writing of the disposition of all cases within five (5) calendar days of that meeting.

1. 9.4 The Professional Standards Committee shall consist of the
2. Dean of Academic Affairs and one elected representative from each
3. academic division.

4. 9.5 Qualifications for Academic Rank

5. The following are the minimum qualifications for academic rank but they are not
6. to be considered to guarantee automatic appointment to a given rank:
7. a. Instructor: Masters Degree or its equivalent in the appropriate
8. field of training. No experience required.
9. b. Assistant Professor II: An earned Masters Degree or its equivalent
10. in the appropriate field of training. A candidate should have had
11. at least two years of college teaching experience or its equivalent
12. in related experience.
13. c. Assistant Professor I: An earned Masters Degree plus 15 credits
14. toward the Doctorate or its equivalent. A candidate should have had
15. at least four years of college teaching experience or its equivalent in
16. related experience.
17. d. Associate Professor: An earned Masters Degree plus 30 graduate credits
18. toward the doctorate or its equivalent. A candidate should have had at
19. least six years of college teaching experience or its equivalent.
20. e. Professor: An earned Masters Degree or Ph.D. work completed for the
21. Doctorate with the exception of the dissertation or doctoral equivalent
22. or doctorate. A candidate should have had at least eight years of college
23. teaching experience or its equivalent.
24. 9.6 At least once a year the Professional Standards Committee shall meet
25. in order to recommend those faculty who are making application for a raise
26. in academic rank. The Board recognizes that individuals may present

1. qualifications as to education and experience that the Professional Standards
2. Committee shall adjudge to be the equivalent of the above qualifications
3. although not corresponding to them to the letter. In such cases, the
4. Professional Standards Committee shall recommend such individuals to
5. the College President for his consideration for the academic rank deemed
6. appropriate.

7. 9.7 It is agreed that two years of high school teaching or business/industrial
8. experience is the equivalent of one year of college teaching.

9. 9.8 All part-time faculty hereinafter shall be appointed to the
10. academic rank of "Lecturer," and all college publications and the like shall
11. list them as such. In rare instances the College President, after receiving
12. the recommendation of the Professional Standards Committee with regard to
13. the candidate, may recommend him to the Board of Trustees for the academic
14. rank of Assistant Professor II, Assistant Professor I, Associate Professor,
15. or Professor; however, when the Board makes such an appointment, it shall
16. always prefix the academic rank assigned with the prefix "adjunct," as shall
17. all college publications and the like thereafter, e.g. - Adjunct Associate
18. Professor of Biology.

19. 9.9 The Professional Standards Committee may continue to recommend
20. qualified and worthy faculty to the President of the College for promotion in
21. academic rank in accordance with the procedures set forth in Article 9.6. It
22. may also consider faculty requests for sabbatical leave and make recommendations
23. to the College President regarding them. The personal qualities to be considered
24. in evaluating members of the faculty for promotions are: (a) teaching effectiveness,
25. (b) scholarly achievement, (c) student counseling, (d) professional development
26. and (e) contributions to campus life. Final decision on recommendations to the

1. Board of Trustees for promotion in academic rank and on the granting of
2. sabbatical leave shall rest with the President of the College. However,
3. with respect to Academic Rank, the President shall observe the procedures
4. as stated in Article 9.6. Final decision on promotions in academic rank
5. and on the granting of sabbatical leave rests with the Board of Trustees.
6. Within one month after the Board's decisions on promotions the President
7. shall send a memo to the general faculty listing faculty members who have
8. been raised in academic rank.

9. 9.10 Beginning with the third year of academic service at the College,
10. a faculty member may apply to the Professional Standards Committee for a
11. promotion in academic rank by December 1st of the academic year preceding
12. the academic year for which the faculty member would like the promotion to
13. become effective if granted. The Board agrees to act on those applications
14. for promotion and to notify in writing those approved after its February
15. meeting of the same academic year in which the application was made.

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1. ARTICLE 10 - RESIGNATION, DISMISSAL AND SUSPENSION

2. 10.1 Resignation

3. Faculty members have reciprocal obligations to the institution, especially
4. in the matter of resignation. Except in the case of resignation for health
5. or other reasons beyond the control of the faculty member, it is expected
6. that he will remain for the term of his contract.

7. 10.2 Dismissals of Faculty

8. No faculty member on tenure may be dismissed except as provided in Statute
9. Law N.J.S.A. 18A 28-5.

10. 10.3 Suspension

11. When a suspension is necessary in the opinion of the College, the faculty
12. member's salary will continue for the period of suspension. Before suspending
13. a faculty member, the administration will consult with the Federation President
14. or his designee.

15. 10.4 Terminal Salary or Notice

16. If the appointment is terminated, the faculty member will receive his salary
17. or notice in accordance with the schedule of notice.

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ARTICLE 11 - FACULTY EVALUATION

1. 11.1 Faculty evaluation is of fundamental importance in the
2. task of continually improving the work of the Camden County College
3. as well as that of the individual faculty member. On the execution
4. of this contract, a joint faculty and administration committee shall
5. meet to determine evaluative criteria both in terms of mode of
6. evaluation and the qualities that determine sound and effective
7. teaching.

8. 11.2 Manner and mode of making evaluations are to be deter-
9. mined and procedures to be used in informing the individual faculty
10. member of the results. Procedures are to be agreed on for post-
11. evaluation so as to secure maximum benefits from the procedures for
12. college, faculty and students.

13. 11.3 The joint faculty-administration committee is to make
14. its report to a general faculty meeting where its report will be
15. the only item on the agenda. If the parties fail to reach agreement
16. they shall be free to use arbitration procedures. The decision of
17. the committee or of the arbitrator shall be appended to the contract and made
18. a part thereof.

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ARTICLE 12 - PERSONNEL FILES

1. 12.1 Administrators shall be encouraged to place in the
2. personnel file of each faculty member information of a positive nature
3. indicating special competencies, achievements, performances, or
4. contribution of an academic, professional, or civic nature.

5. 12.2 One personnel file for each faculty member shall be
6. maintained in the office of the Dean of Academic Affairs.

7. 12.3 No material derogatory to a faculty member's conduct,
8. service, character, or personality shall be placed in the personnel
9. file of any faculty member unless that faculty member has had an
10. opportunity to read such material. The faculty member shall
11. acknowledge that he has read such material by affixing his signature
12. to it. Be it understood that such signature merely signifies that
13. he has read the material in question and that it indicates neither
14. approval nor rejection of its content.

15. 12.4 The faculty member shall have the right to answer in
16. writing any material in his personnel file, and his answer shall be
17. attached to the file copy.

18. 12.5 Any anonymous material placed in a faculty member's file
19. prior to the execution of this Agreement shall be removed therefrom.
20. and in any event shall be given no weight or consideration for any
21. purpose whatever.

22. 12.6 No material provided by a student or students shall be
23. placed in the faculty member's personnel file.

24. 12.7 No item may be removed from a faculty member's file
25. without his prior knowledge.

26. 12.8 No other faculty member will be able to examine another

1. faculty member's file unless prior written permission has been
2. granted by the faculty member.

3. 12.9 Faculty members shall have the right to be furnished
4. with copies of any material in his personnel file.

5. 12.10 A duly appointed representative of the Federation may,
6. at the faculty member's request, accompany said person when he
7. reviews his file.

8. 12.11 The personnel file may, with the permission of the faculty
9. member, be available for examination by the Professional Standards
10. Committee or Grievance Committee.

11. 12.12 The Board agrees to protect the confidentiality of the
12. personnel files, personal references, academic credentials, and other
13. similar documents. It shall not establish any separate personnel
14. file which is not available for the teacher's inspection except for
15. pre-employment references and notes on pre-employment interviews
16. which shall not be part of the faculty member's regular personnel file,
17. but shall be kept in a separate locked file.

ARTICLE 13 - FACULTY FACILITIES

1. 13.1 Every effort will be made to reduce and keep at a
2. minimum the noise level in the faculty office areas and adjoining
3. corridor areas. Faculty members may request an office space
4. reassignment to a quieter office area subject to preference
5. according to seniority.

6. 13.2 The College shall place on each faculty office door a
7. nameplate for each faculty member in the office. It shall be
8. structured in the following manner: First name, Middle initial,
9. Last name, academic discipline(s), e.g. -- William R. Teacher,
10. Associate Professor of English. All faculty nameplates shall be
11. of the same size and have the same size lettering. College issued
12. nameplates shall be attached by Maintenance personnel.

13. 13.3 Each faculty member will be provided with completely
14. enclosed office space in a quiet area unless otherwise agreed.

15. 13.4 Faculty offices shall be lockable and have a telephone
16. and shall house a maximum of two faculty members. Where an office
17. is to be assigned to only one faculty member, first preference shall
18. be given according to seniority except where otherwise specified in
19. this Agreement. A faculty member shall not be assigned to a
20. private office of his own except as specified in this Agreement.

21. 13.5 Each faculty member shall be provided with a suitable
22. desk, or a substitute acceptable to the faculty member, an appropriate
23. swivel chair, bookcases with such additional shelving as requested
24. and fits into the office, four drawer file cabinet and the nec-
25. essary supplies to perform his duties.

26. 13.6 Adequate secretarial service shall be provided for all

1. faculty.

2. 13.7 There shall be one (1) faculty lounge in each building,
3. of adequate size, suitably equipped and furnished, and containing
4. restrooms exclusively for faculty. The room sizes and the quality
5. and quantity of the furnishings of the existing faculty lounges
6. shall not be diminished during the term of this Agreement.

7. 13.8 Conference rooms shall be made available to the
8. Federation for use by its committees.

9. 13.9 Each academic division shall be provided with storage
10. rooms which are not used for a classroom.

11. 13.10 All full-time faculty shall be provided with individual,
12. on campus, free, reserved parking facilities.

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ARTICLE 14 - PROTECTION OF FACULTY AND PROPERTY

14.1 A faculty member may use reasonable force as is necessary to protect himself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student.

14.2 Faculty should immediately report to their Division Chairman cases of assault suffered by them in connection with their employment.

14.3 A report or a continuation of reports as to the disposition of the incident and the action being taken shall be forwarded to the involved faculty member until a final decision is reached.

14.4 Faculty shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

ARTICLE 15 - SALARY POLICY AND SALARY GUIDE

15.1 All full time faculty members who were on the payroll as regular full time faculty members for the complete academic year 1972-73 will have their pay increased by \$1000. Those faculty members for whom the \$1000 represents less than 5.5% of their pay will have their pay increased by 5.5%. Regular full time faculty members on the payroll in the academic year 1973-74 will have their pay increased by \$1200 for the academic year of 1974-75.

15.2 Camden County College Salary Guide (See Page 46A)

15.3 The base annual salary of each faculty member shall be paid in twenty (20) equal payments, or he may have his salary divided by twenty-four (24) and he will then receive nineteen (19) equal payments through the academic year and the balance of five (5) payments in one lump sum on June 30, or he will receive twenty-four (24) or twenty-six equal payments through the calendar year.

15.4 When a full time faculty member handles an overload or teaches during the Summer he shall be compensated at the rate of \$275 per credit hour.

15.5 Each faculty member working in overload as well as those who teach during the Summer shall have a choice each semester as to whether he shall receive his compensation for this work in two (2) or three (3) equal payments.

15.6 The salary schedules for all ranks and positions as well as descriptions of ranks in accordance with the terms of this contract shall be presented in writing or printed form to each applicant for professional employment at the College as part of the final correspondence or final interview pertaining to such employment.

CAMDEN COUNTY COLLEGE SALARY GUIDE

<u>INSTRUCTOR</u>		<u>ASST. PROF. 2</u>		<u>ASST. PROF. 1</u>	
<u>1972/73</u>	<u>1973/74</u>	<u>1972/73</u>	<u>1973/74</u>	<u>1972/73</u>	<u>1973/74</u>
1 \$ 7,315	1 \$ 8,000	1 \$ 8,938	1 \$ 9,535	1 \$10,532	1 \$11,077
2 7,620	2 8,315	2 9,241	2 9,938	2 10,935	2 11,513
3 8,066	3 8,630	3 9,641	3 10,241	3 11,138	3 11,949
4 8,502	4 9,066	4 10,077	4 10,641	4 11,641	4 12,385
5 8,938	5 9,502	5 10,513	5 11,077	5 12,277	5 12,821
6 9,374	6 9,938	6 10,949	6 11,513	6 12,713	6 13,257
7 9,810	7 10,374	7 11,385	7 11,949	7 13,149	7 13,693
8 10,246	8 10,810	8 11,821	8 12,385	8 13,585	8 14,129
9 10,682	9 11,246	9 12,257	9 12,821	9 14,021	9 14,674
10 11,118	10 11,682	10 12,693	10 13,257	10 14,557	10 15,219
	11 12,118	11 13,118	11 13,693	11 15,093	11 15,674
	12 13,118	12 14,118		12 16,118	12 16,674

<u>ASSOC. PROF.</u>		<u>PROFESSOR</u>	
<u>1972/73</u>	<u>1973/74</u>	<u>1972/73</u>	<u>1973/74</u>
1 \$11,821	1 \$12,385	1 \$13,674	1 \$14,029
2 12,257	2 12,821	2 14,219	2 14,674
3 12,693	3 13,257	3 14,674	3 15,219
4 13,129	4 13,693	4 15,219	4 15,874
5 13,674	5 14,129	5 15,874	5 16,419
6 14,129	6 14,674	6 16,419	6 17,073
7 14,674	7 15,219	7 17,073	7 17,727
8 15,219	8 15,874	8 17,727	8 18,381
9 15,874	9 16,419	9 18,381	9 19,035
10 16,419	10 16,954	10 19,035	10 19,689
11 16,954	11 17,509	11 19,689	11 20,343
12 17,509	12 18,054	12 20,343	12 21,001
13 18,054	13 18,599	13 21,001	13 21,721
14 18,599	14 19,144		14 22,411

1. 15.7 Coaching Salaries:

2.		<u>1973-74</u>	<u>1974-75</u>
3.	Athletic Director	\$2350	\$2750
4.	Baseball	\$1200	\$1450
5.	Basketball (M)	\$1600	\$1950
6.	Basketball (W)	700	950
7.	Cross Country	900	\$1100
8.	Field Hockey	700	950
9.	Golf	700	900
10.	Soccer	\$1150	\$1400
11.	Tennis	600	750
12.	Track & Field	\$1150	\$1400
13.	Wrestling	\$1150	\$1400
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1. ARTICLE 16 - FRINGE BENEFITS

2. 16.1 Health Care Insurance

3. a. The Board shall provide without cost to the faculty full family health
4. care insurance benefits including Rider J for the full twelve month
5. period. TIAA's \$50,000 "Plus" Optimum Major Medical Plan will be
6. made available to all the faculty and their families with the faculty
7. paying their own premiums.
8. b. The Board agrees that if a faculty member dies, his/her surviving spouse
9. and eligible children shall be permitted to remain in the group plans for
10. twelve months after the death of the employee without cost.

11. 16.2 Admission to Courses

12. Faculty members and faculty dependents (including spouse, children
13. or legally adopted children), are to be granted tuition free entrance for
14. credit to any classes for which they meet the course entrance requirements.

15. 16.3 Educational Improvement and Professional Development

16. The Board of Trustees shall provide for payments of tuition and fees of
17. full time faculty up to an amount per credit that does not exceed the prevailing
18. rate per graduate credit at Rutgers University for in-State students, up to
19. six credits or its equivalent during a one year period. Approval by the President
20. for courses is to be secured in advance and payment is to be made on exhibition
21. of receipt of payment of courses and of grades for courses. Disagreements
22. under this section are subject to the grievance procedure.

23. 16.4 Prepayment Premiums

24. Each faculty member shall receive the right to prepay his own premiums on
25. all insurance to which he is entitled prior to, or during any officially approved
26. leave of absence.

ARTICLE 17 - LEAVES OF ABSENCE17.1 Paid Leaves of AbsenceA. Sick Leave

1. Faculty members may on occasion be unavoidably absent because of personal or family illness. A faculty member who finds it necessary to be absent because of illness should communicate with his Division Chairman as soon as possible.

2. Faculty members on ten (10) month contracts shall receive ten (10) days sick leave each academic year. Unused sick leave is accumulative for all faculty members.

3. The President or his designee will inform each faculty member on or before September 15 of each year as to the number of sick days accumulated to his credit on that date.

4. In case of serious illness of a member of the faculty member's household, the determination of the eligibility of the faculty member for leave with pay other than sick leave shall be left to the discretion of the President of the College.

B. Bereavement

Leave not to exceed five days will be allowed for each death in the immediate family. Family shall mean: father, mother, siblings, wife, husband, children, step-children and grandchildren. In the event of the death of a member of a family other than those previously listed a faculty member may be entitled to one full day to attend the funeral.

C. Personal Leave

Each year members of the bargaining unit are eligible for five (5) days of personal leave for matters which cannot otherwise be cared for. Unused

1. personal leave time shall be added to accumulated sick leave. Members
2. requiring personal leave time shall make every effort to give a week's notice
3. in writing to the Division Chairman and the Dean of Academic Affairs.

4. 17.2 Unpaid Leaves of Absence

5. A. Advanced Study

6. A leave of absence of up to two years may be granted by the Board of Trustees
7. to any faculty member upon application for the purpose of advanced study if
8. in the opinion of the Board such study shall benefit the College as well as
9. the individual. The Board may extend such leave. Upon return from such
10. leave, the faculty member shall be placed at the same position on the salary
11. schedule on which he would have been placed had he taught in the College
12. during that period.

13. B. Exchange Teaching

14. A leave of absence for one (1) year may be granted to any faculty member by
15. the Board of Trustees upon application for the purpose of participating in exchange
16. teaching programs in other states, territories or countries, or a cultural program
17. related to his professional responsibilities. The Board may extend such leave
18. beyond the one (1) year period. Upon return from such leave, a faculty member
19. shall be placed at the same position on the salary scale on which he would have
20. been had he taught in the College during such period.

21. C. Service in Professional Organizations

22. A leave of absence of up to one year may be granted to any faculty member
23. by the Board of Trustees upon application for the purpose of serving as an
24. officer of any professional association or on its staff. The Board in its sole
25. discretion may extend such leave beyond the one year period. Upon return from
26. such leave, such faculty member shall be placed at the same position on the

1. salary schedule on which he would have been had he taught in the College
2. during such period.

3. D. Maternity Leaves

4. 1. Upon written request a faculty member who becomes pregnant shall be
5. granted a leave of absence without pay for a period of two semesters
6. following the birth of a child or termination of pregnancy.
7. 2. Said leave shall be requested not later than the fifth month of pregnancy
8. and shall begin at the discretion of the faculty member.
9. 3. Upon her request to return, she shall be returned to her previous assignment.
10. However, all return dates shall be at the beginning of the semester.
11. 4. For the purpose of this Agreement the adoption of a child shall be
12. considered a maternity and all provisions of this section shall apply.
13. 5. Upon written request the Board may extend this leave for additional
14. semesters.

15. 17.3 Professional Development

16. Up to five days of each academic year may be made available for each faculty
17. member to attend professional meetings. Individual expenses incurred by
18. such attendance are to be reimbursed by the Board. The President shall be
19. the sole determinant of the suitability of such attendance and reimbursement.

20. 17.4 Any faculty member may apply for a leave of absence without pay.
21. Application should be filed with the President of the College, who will transmit
22. the application with his recommendation to the Board of Trustees.

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ARTICLE 18 - COLLEGE GOVERNANCE

18.1 Nothing contained in this section on governance shall contravene the law of the State of New Jersey and the Regulation of the Board of Higher Education in so far as they are in accordance with the law of the State of New Jersey.

Understanding, based on community of interest, and producing joint effort, is essential. A college in which all the components are aware of their interdependence, of the usefulness of communication among themselves, and of the force of joint action will enjoy increased capacity to solve its education problems.

I - The Academic Institution: Joint Effort

A. Preliminary Considerations:

The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among the institution's component parts namely, the governing board, administration, faculty, and the students. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning.

The variety of approaches may be wide. Therefore, at least two general conclusions regarding joint effort seem clearly warranted: (1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice should be determined by the particular matter at hand.

1. B. Determination of General Educational Policy

2. The general educational policy i.e. the objectives of an institution and
3. the nature, range, and pace of its efforts, is shaped by (1) the institutional
4. charter or law, (2) by tradition and historical development, (3) by the
5. present needs of the community of the institution, and (4) by the professional
6. standards of those directly involved in its work.

7. The interests of the Board, the faculty, the administration and the students,
8. are coordinate and related, and unilateral effort can lead to confusion or
9. conflict and should be avoided where possible. Essential to a solution is
10. a reasonable explicit statement on general education policy. Operating
11. responsibility and authority, and procedures for continuing review, should be
12. clearly defined in official regulations.

13. When an educational goal has been established, it becomes the responsi-
14. bility primarily of the faculty to determine appropriate curriculum and procedures
15. of student instruction. The Board of Trustees of a county college, the Department
16. of Higher Education and the Board of Higher Education of the State of New
17. Jersey has powers specifically stated in the law of the State of New Jersey
18. and all of these powers are acknowledged.

19. Such matters as major changes in the size or composition of the student
20. body and in the emphasis to be given to the various elements of the
21. educational and research program should involve participation of the governing
22. board, administration, and faculty prior to final decision.

23. C. Internal Operations of the Institution

24. The framing and execution of long-range plans, one of the most important
25. aspects of institutional responsibility, should be a central and continuing concern
26. in the academic community.

Communications:

1. The channels of communications should be established and maintained
2. by joint endeavor of the four components. Distinction should be observed
3. between the institutional system of communication and the system of
4. responsibility for the making of decisions.

Buildings:

6. The Board, President and faculty should all seek agreement on basic
7. decisions regarding buildings and other facilities to be used in the educational
8. work of the institution.

Budgeting:

10. The allocation of resources among competing demands is central in the
11. formal responsibility of the governing board, in the administrative authority
12. of the president, and in the educational function of the faculty. These three
13. components should therefore have a voice in the determination of short and
14. long-range priorities. The function of each of these three components in
15. budgetary matters should be understood by all.

The College President:

17. Joint effort of a most critical kind must be taken when an institution
18. chooses a new president. The selection of a chief administrative officer
19. should follow upon cooperative search by the governing board and the faculty,
20. taking into consideration the opinions of others who are appropriately
21. interested. The president should be equally qualified to serve both as the
22. executive officer of the governing board and as the chief academic officer
23. of the institution and the faculty. His dual role requires that he be able
24. to interpret to board and faculty the educational views and concepts of
25. institutional government of the other. He should have the confidence of
26. the board and the faculty.

1. Administrative Officers:

2. When a vacancy shall occur in any administrative office of the college,
3. the Association may recommend one or more individuals with the necessary
4. qualifications to the college president for consideration for appointment to
5. that position.

6. D. External Relations of the Institutions

7. Only the Board speaks legally for the whole institution, although
8. it may delegate responsibility to an agent.

9. The right of a faculty member to speak on general educational questions
10. or about the administration and operations of his own institution is part of
11. his right as a citizen and should not be abridged by the institution.

12. II. The Academic Institution: The Governing Board

13. The governing board has a special obligation to assure that the history
14. of the college shall serve as a prelude and inspiration to the future. The
15. board helps relate the institution to its chief community; e.g., the community
16. college to serve the educational needs of a defined population area or group,
17. and to accept the appropriate new challenges which are its concern.

18. Since the membership of the board may embrace both the individual and
19. collective competence of recognized weight, its advice or help may be sought
20. through established channels by other components of the academic community.
21. The governing board of an institution of higher education, while maintaining
22. a general overview, entrusts the conduct of administration to the administrative
23. officers, the president and the deans, and the conduct of teaching and research
24. to the faculty.

25. One of the governing board's important tasks is to ensure the publication
26. of codified statements that define the overall policies and procedures of the

1. institution under its jurisdiction.

2. The board plays a central role in relating the likely needs of the future
3. to predictable resources; it is responsible for obtaining needed capital
4. operating funds; and in the broadest sense of the term should pay attention
5. to personnel policy. In order to fulfill these duties, the board should be
6. aided by and may insist upon, the development of long-range planning by
7. the administration and faculty.

8. When ignorance or ill-will threatens the institution or any part of it,
9. the governing board must be available for support. In grave crisis it will
10. be expected to serve as a champion. Although the action to be taken by
11. it will usually be on behalf of the president, the faculty, or the student
12. body, the board should make clear that the protection it offers to an individual
13. or a group is, in fact, a fundamental defense of the vested interests of society
14. in the educational institution.

15. III. The Academic Institution: The President

16. The president, as the chief executive officer of an institution of
17. higher education, is measured largely by his capacity for institutional
18. leadership. He shares responsibility for the definition and attainment of
19. goals, for administrative action, and for operating the communications
20. system which links the components of the academic community. He represents
21. his institution to its many publics. His leadership role is supported by
22. delegated authority for the board and faculty.

23. As the chief planning officer of an institution, the president has a
24. special obligation to look into the future. The degree to which a president
25. can envision new horizons for his institution, and can persuade others to see them
26. and to work toward them, will often constitute the chief measure of his administration.

1. It is the duty of the president to see to it that the standards and
2. procedures in operational use within the college conform to the policy
3. established by the governing board and to the standards of sound academic
4. practice. It is also incumbent on the president to insure that faculty views,
5. including dissenting views, are presented to the board in those areas and
6. on those issues where responsibilities are shared.

7. The president is largely responsible for the maintenance of existing
8. institutional resources and the creation of new resources; he has ultimate
9. managerial responsibility for a large area of non-academic activities, he
10. is responsible for public understanding, and by the nature of his office is
11. the chief spokesman of his institution. In these and other areas his work
12. is to plan, to organize, to direct, and to represent. The presidential function
13. should receive the general support of the board and of the faculty.

14. IV. The Academic Institution: The Faculty

15. The faculty has primary responsibility for such fundamental areas as
16. curriculum, subject matter and methods of instruction, research, faculty
17. status, and those aspects of student life which relate to the educational
18. process subject to the powers of the Board of Trustees, the Department of
19. Higher Education, and the Board of Higher Education as specifically stated
20. in the law of the State of New Jersey. College Committee recommendations
21. shall be brought before the general faculty for discussion and approval or
22. rejection. General faculty shall be defined as all full time faculty members
23. holding academic rank, counselors, librarians, deans, associate deans, registrar,
24. admissions, placement and transfer and the president of the College. Voting
25. procedures shall be by secret ballot at the place of meeting and shall be
26. counted by the Association's Elections Committee immediately following the

1. meeting at which the vote by faculty members holding academic rank was
2. taken. The President of the College shall name one representative to said
3. Committee for the purpose of counting votes taken at a general faculty
4. meeting. The College President shall then act upon the recommendations
5. of the faculty. In the case of an adverse decision the College President
6. shall discuss the reasons for his decision with the general faculty prior
7. to the implementation of said decision.

8. No later than September 30 of the new academic year the Association
9. President and the College President shall appoint jointly the faculty and
10. administrative members to serve on each of the college committees. Student
11. members of the committees are to be named by the Student Government
12. Association Senate no later than October 15 of the new academic year.

13. The faculty sets the requirements for the degrees offered in a course
14. and determines when the requirements have been met, and authorizes the
15. president and the board to grant the degrees thus achieved.

16. Faculty status and related matters are shared responsibility. The faculty
17. in each academic discipline shall annually elect three of its members to serve
18. as a committee which shall share equal responsibility with division chairmen
19. and/or department heads who shall be a member of it, and with the Dean of
20. Academic Affairs, in the interviewing and selection of new faculty in that
21. academic discipline.

22. At least one of the three members shall be present for any interview for
23. selection of new faculty and the results shall be reported to other committee
24. members by the division chairman and/or department head.

25. Committee members shall be tenured faculty. Any discipline or department
26. not having at least three members will ask tenured faculty members in that

1. discipline to be on the committee.

2. The responsibility of the faculty for such matters is based upon the fact
3. that its judgement is central to general educational policy. Furthermore,
4. scholars in a particular field or activity have the chief competence for
5. judging the work of their colleagues; in such competence it is implicit that
6. responsibility exists for both adverse and favorable judgements. Likewise,
7. there is the more general competence of experienced faculty having a broader
8. charge.

9. The faculty within an academic division by a majority vote in secret
10. ballot shall select a nominee for recommendation to the College President
11. to serve as division chairman and/or department head where same exists for
12. a period of two years, who shall not succeed himself. Final approval rests
13. with the Board of Trustees who will not be necessarily limited to the
14. nominee mentioned above. This statement shall apply to department heads if
15. and when this organizational structure is adopted.

16. Among the means of communication among the faculty, administration,
17. students and governing board now in use are: (1) circulation of memoranda
18. and reports by faculty committees, (2) ad hoc committees, (3) standing
19. liaison committees, and (4) membership of faculty members on administrative
20. bodies. Additionally, memoranda and reports shall be provided by committees
21. of division chairmen with their approval. Whatever the channels of communication,
22. they should be clearly understood and observed. The representatives of the
23. Association may attend meetings of the Board of Trustees and shall enjoy the
24. privilege of being recognized to speak and ask questions during these meetings.

25. Student Status:

26. When students in the college desire to participate responsibly in the

1. government of the institution they attend, their wish should be recognized
2. as a claim to opportunity both for educational experience and for involve-
3. ment in the affairs of their college. Students expect, and have a right to
4. expect, that the educational process will be structured, that they will be
5. stimulated by it to become independent citizens, and that they will have
6. effectively transmitted to them the cultural heritage of the larger society.
7. If institutional support is to have its fullest possible meaning, it should
8. incorporate the strength, freshness of view and idealism of the student
9. body.

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ARTICLE 19 - NEGOTIATIONS PROCEDURES

1. 19.1 The parties agree to enter into collective bargaining
2. no later than February 1, 1975 over a successor agreement in accordance
3. with Chapter 303, Public Laws of 1968, in a good-faith effort to
4. reach agreement on all matters concerning salaries, rules affecting
5. working conditions, terms and conditions of employment, and grievance
6. procedures at Camden County College. Any agreement so negotiated
7. shall apply to all the members of the full-time faculty, be reduced
8. to writing, be adopted by the Federation and by the Board, and be
9. signed by the Board's and Federation's representatives.

10. 19.2 During collective bargaining, the Board and the
11. Federation shall present relevant data, exchange points of view,
12. and make proposals and counterproposals.

13. 19.3 Neither party in any negotiations shall have any control
14. over the selection of the negotiating representatives of the other
15. party.

16. 19.4 Either party will have the right to caucus at any time.

17. 19.5 When in the view of either party, an impasse has been
18. reached on any issue, that party may appeal to the New Jersey Public
19. Employees Relations Commission (PERC) for the services of a mediator
20. in accordance with Chapter 12 of Rules and Regulations and State-
21. ment of Procedures of the New Jersey Public Employees Relations
22. Commission.

23. 19.6 The parties undertake to cooperate in arranging meetings
24. at mutually convenient times and places, furnishing necessary
25. information and otherwise constructively considering and resolving
26. any such matters.

1. 19.7 This statement shall not be effective and/or binding
2. on the parties unless ratified by the Board and the Federation. If
3. this Agreement is not ratified within thirty(30) days from the
4. execution hereof, the parties agree to immediately request mediation
5. under Chapter 303, Public Laws of 1968 and to follow the Negotiation
6. Procedures specified in the most recent ratified Agreement between
7. the Board and the Federation.

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ARTICLE 20 - APPLICATION OF PROVISIONS OF THIS AGREEMENT

1. 20.1 In the event that any provision of this Agreement or
2. any application of the Agreement to any employee or group of
3. employees shall be held contrary to law by a court of last resort
4. of New Jersey or the United States, or by a court of competent
5. jurisdiction from whose judgement or decree no appeal has been
6. taken within the time provided for doing so, then such provision
7. or application shall not be deemed valid and subsisting except to
8. the extent permitted by law, but all other provisions or applications
9. shall continue in full force and effect.

10. 20.2 Any individual contract between the Board and an indivi-
11. dual faculty member heretofore or hereafter executed, shall be
12. subject to and consistent with the terms and conditions of this
13. Agreement. If an individual contract contains any language incon-
14. sistent with this Agreement, this Agreement, during its duration,
15. shall be controlling.

16. 20.3 "Proposed new rules or modifications of existing rules
17. governing working conditions shall be negotiated with the majority
18. representative before they are established." (Chapter 303,
19. Public Laws of 1968)

20. 20.4 Copies of this Agreement shall be printed or reproduced
21. by the Board and distributed to all faculty now employed or hereafter
22. employed by the Board for the duration of this Agreement.

23. 20.5 This Agreement shall be subject to ratification by the
24. members of the Federation and by the members of the Board of Trustees.

25. 20.6 The Federation and representatives of the Administration
26. may establish monthly meetings for the purpose of reviewing the

1. administration of this Agreement and to discuss problems which may
2. arise. These meetings are not intended to bypass the grievance
3. procedure or to be considered contract negotiating meetings but
4. are intended as a means of fostering good employer-employee
5. relations.

6. 20.7 The rules, regulations, practices, and statements
7. of policy of the College shall not conflict with the terms of this
8. Agreement.

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ARTICLE 21 - DURATION OF AGREEMENT

- 1.
2. This Agreement shall be effective as of July 1, 1973 and shall continue
3. in effect until June 30, 1975. If by that time a successor agreement is not
4. agreed to, this Agreement shall remain in effect unless, at any time
5. thereafter, either party shall give one week or more notice to the other
6. of termination.

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APPENDIX I

ACADEMIC CALENDAR 1973-74

FALL SEMESTER

August 21, 22, 23, 24, 27, 28	Registration
September 4	Classes Begin
November 22, 23	No Classes, Thanksgiving Recess
December 11	Tuesday Classes End
December 12	Wednesday Classes End
December 17	Monday Classes End
December 18	Thursday Classes End
	(Make up day for November 22)
December 19	Friday Classes End
	(Make up day for November 23)
December 20, 21	Final Exam Period (Day Classes)
December 21	Winter Recess Begins
December 27	Grades Due in the Office of the Registrar by 12 Noon

SPRING SEMESTER

January 8, 9, 10, 11, 14, 15	Registration
(8, 9, 10, 11 - full time; 14-15 part-time)	Classes Begin
January 21	No Classes, Presidents' Day
February 18	No Classes, Spring Recess
April 8-15	Tuesday Classes End
May 7	Wednesday Classes End
May 8	Thursday Classes End
May 9	Friday Classes End
May 10	Make up day for February 18
May 13	Monday Classes End
May 14	(Make up day for April 15)
May 15, 16	Final Exam Period (Day Classes)
May 21	Grades Due in the Office of the Registrar by 12 Noon
June 2	Commencement

APPENDIX II

CAMDEN COUNTY COLLEGE

P. O. Box 200

Blackwood, N. J. 08012

EMPLOYMENT CONTRACT

It is agreed between the Board of Trustees of Camden County College, party of the first part, and
..... party of the second part, that said Board of Trustees has
employed and does hereby engage and employ the said party of the second part as
..... in the college, under the control of said Board of Trustees,
from the day of, 19..... to the day of
....., 19....., of the salary of \$ to be paid in semi-
monthly installments; and that the said party of the second part shall begin service on the
day of, 19.....

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties
under the employment aforesaid and to observe and enforce the rules prescribed for the government of the college by the
Board of Trustees and its administrative officers.

This contract is valid only if signed and returned by the employee no later than
Dated this day of, 19....., Board of Trustees of
the Camden County College, in the County of Camden.

Chairman

Employee

Attest Secretary

APPENDIX III

Camden County College
Board of Trustees

Camden County College Faculty
Association Affiliated as Local 2324
American Federation of Teachers
(AFL-CIO)

BY _____
Gabriel E. Danch, Chairman

BY _____
Richard Zaleski, Chairman
Negotiations Committee

BY _____
Harry Benn, Secretary

BY _____
Cheryl Copeland
Negotiations Committee

BY _____
Edith Goodman
Negotiations Committee

BY _____
William Marlin
Negotiations Committee

BY _____
Norbert Golinski, President
Ex Officio member, Negotiations
Committee

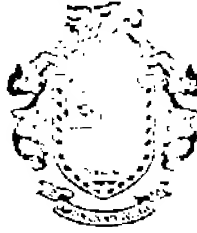
Witnessed by _____

Witnessed by _____

Date of Signing

CAMDEN COUNTY COLLEGE

P. O. BOX 200
BLACKWOOD, NEW JERSEY 08012



PRESIDENT

OTTO R. MAUKE, PH.D.

April 9, 1974.

Camden County College Faculty Association
Affiliated as Local 2324
American Federation of Teachers (AFL-CIO)
Camden County College
Blackwood, N. J. 08012

Attention: Mr. Norbert Golinski
President

Dear Mr. Golinski:

It is agreed that the administration of the College will make a job analysis of the duties and responsibilities of the division chairmen and the program directors and coordinators. We will discuss with the Federation adjustments in pay, where warranted, for the above classifications and if agreement is reached to make the changes part of the contract and retroactive for the 1973-74 academic year.

If there is a change in the structure of the administration and the duties and responsibilities of the above categories, the administration will negotiate with the Federation adjustments in workload and compensation for the 1974-75 academic year.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "OTTO R. MAUKE".

Accepted and Agreed By:

Norbert Golinski
Norbert Golinski, President

April 9, 1974
Date